STEPS FOR BCTA RESULTS REPORTING
Step 1: Once you open the BCtA webpage, you will see the “member login” button at the top right of the page
Step 2: Click on the “member login” button and enter your login credentials provided to you in the email sent by us.

IF YOU DON’T HAVE YOUR LOGIN CREDENTIALS, PLEASE EMAIL US AT: Tolga.cebeci@undp.org
Step 3: Now you are in your account. Click on the “reports” tab and then “create report” button
Step 4: Reporting is composed of 3 sections: First one, “BCtA Initiative Status Update” includes a few multiple choice and narrative questions.
Step 5: In the 2\textsuperscript{nd} section, “business indicators”, you will see the indicators you committed to report to (and corresponding target figures set by you) during your application. You will need to enter result data as of end of 2017 and where applicable provide any relevant comments.

Annual report of \textbf{Test Company} for the year 2017

BCIA members with current commitments are required to report annually on their progress of the inclusive business initiatives. All companies who have been BCIA members for at least 9 months will be contacted for reporting.

In your application for BCIA membership, you selected a set of business indicators against which to report each year. The below indicators are from your member application.

Guidance:
- Timelines, baseline values and commitment targets have been taken from your original membership application.
- All monetary values are in USD.
- Feel free to provide additional comments on your specific indicator results, e.g. if progress is slower or faster than expected and why.
- Note that only numerical values can be entered in the results field. For more information about each indicator, click on the info button.

Company Investment

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Baseline</th>
<th>Commitment Target (by 2000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total investment (USD)</td>
<td>No data available</td>
<td>500000</td>
</tr>
</tbody>
</table>

Results as of December 2017

Enter Value | Comments | Enter Text |
Step 6: The 3rd section is for the “development indicators” you committed to. Once you are done click on the “submit” button at the bottom of the page.